The City of Milwaukee, Department of Employee Relations brings you…

The Work Number® is an automated service that provides instant employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – authorizing others access to your information.

To verify employment or income, current and former City employees and verifiers must use The Work Number®. (For extenuating circumstances send an email to emprel@milwaukee.gov.)

Examples of when to use The Work Number®:

- Buying a home or car
- Leasing an apartment
- Applying for a loan

The Work Number® can be used anytime, anywhere – available 24 hours a day, 7 days a week.

◆ HOW TO USE THE WORK NUMBER® ◆

NEED PROOF OF EMPLOYMENT?

Give the person needing proof of your employment the following information:

- Your Social Security Number:
- The City of Milwaukee Employer Code: 11692
- The Work Number Access Options:
  - Option (a): www.theworknumber.com
  - Option (b): 1-800-367-5690

NEED TO CREATE A SALARY KEY FOR INCOME VERIFICATION?

Step 1: A Salary Key is one form of employee authorization to release income. If a verifier is requesting a Salary Key from you, please take the following steps:

- The Work Number Access Options for Employees:
  - Option (a): www.theworknumber.com
  - Option (b): 1-800-367-2884

Step 2: Enter the Employer Code: 11692
Step 3: Select “I want to provide proof of employment and income.”
Step 4: You will need to enter the following information to obtain a Salary Key:

- Your Social Security Number:
Your PIN: Last 4 digits of your SSN + your 4-digit birth year. You will be asked to change your PIN the first time you use it.

**Step 5:** Select “Prove Your Employment with a Salary Key.”

**Step 6:** Select “Create a Salary Key” and prepare to write down the 6-digit number.

**Step 7:** Provide the person requesting the Salary Key with all of the following information:
- Your Social Security Number: □□□□-□□□□
- The City of Milwaukee Employer Code: 11692
- Your Salary Key (from Step 6)
- The Work Number Access Options for Verifiers:
  - Option (a): [www.theworknumber.com](http://www.theworknumber.com)
  - Option (b): 1-800-367-5690

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**APPLYING TO A SOCIAL SERVICE AGENCY?**

*Provide this information to your case worker.*

**Attention Case Worker:**

Please take the following steps:

**Step 1:** Register with The Work Number®.

All agencies must register to use this service. It takes about 5 minutes to complete the application. If you are already registered and need help, please call the Client Service Center at 1-800-996-7566.

- Internet: [www.theworknumber.com](http://www.theworknumber.com)

**Step 2:** Obtain an employment and income verification:

- The Work Number Access Options for Social Service agencies:
  - Option (a): [www.theworknumber.com](http://www.theworknumber.com)
  - Option (b): 1-800-660-3399

- Enter your registered fax number.
- Enter the following information when instructed:
  - a) City of Milwaukee Employer Code: 11692
  - b) Employee’s Social Security Number: □□□□-□□□□
- Select the kind of verification you need. You can verify employment or employment plus income.

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**The Work Number® Client Service Center**

- 1-800-996-7566 (Voice) or
- 1-800-424-0253 (TTY – Deaf)